

EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
Agency for International Development			For period covering October 1, 2016 to September 30, 2017		
PART A Department or Agency Identifying Information	1. Agency		US Agency for International Development		
	1.a. 2nd level reporting component				
	1.b. 3rd level reporting component				
	1.c. 4th level reporting component				
	2. Address		1300 Pennsylvania Avenue NW		
	3. City, State, Zip Code		Washington	District of Columbia	20523
	4. Agency Code	5. FIPS code(s)	AM00		
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			3353	
	2. Enter total number of temporary employees			365	
	3. Enter total number employees paid from non-appropriated funds			0	
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			3718	

Agency for International Development

For period covering October 1, 2016 to September 30, 2017

**PART C
Agency
Official(s)
Responsible
For Oversight
of EEO
Program(s)**

1. Agency Head	Administrator Mark Green
2. Agency Head Designee	
3. EEO Director	Director, Office of Civil Rights and Diversity Kimberly Lewis
4. Affirmative Employment Manager	Team Lead, Diversity and Inclusion Division Taylor Njagu
5. Complaint Processing Manager	Manager, EEO Complaints and Resolution Division Jacqueline Canton
6. Other EEO Staff	
7. MD-715 Preparer	Deputy Director (Acting), Office of Civil Rights and Diversity Cheryl Klein
8. Diversity and Inclusion Officer	Director, Office of Civil Rights and Diversity Kimberly Lewis
9. Disability Special Emphasis Program Manager	Disability Employment Program Manager Linda Wilson
10. Hispanic Special Emphasis Program Manager	Human Resource Specialist Kimberly Castillo
11. Women's Special Emphasis Program Manager	
12. Anti-Harassment Program Manager	Manager, Complaints and Resolution Division Jacqueline Canton
13. Reasonable Accommodation Program Manager	Reasonable Accommodation Program Manager James Cerwinski

Agency for International Development

For period covering October 1, 2016 to September 30, 2017

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	

Agency for International Development

For period covering October 1, 2016 to September 30, 2017

EXECUTIVE SUMMARY

Part E.1 - Executive Summary: Mission

USAID is the world's premier international development agency and a catalytic actor driving development results. USAID's work advances U.S. national security and economic prosperity, demonstrates American generosity, and promotes a path to recipient self-reliance and resilience. USAID provides development assistance to help partner countries on their own development journey to self-reliance and looks at ways to help lift lives and build communities. USAID maintains approximately eighty Missions in five regions of the world: Sub-Saharan Africa; Asia; Latin America and the Caribbean; Europe and Eurasia; and the Middle East. USAID seeks to promote broadly shared economic prosperity; strengthen democracy and good governance; protect human rights; improve global health; advance food security and agriculture; improve environmental sustainability; further education; help societies prevent and recover from conflicts; and provide humanitarian assistance in the wake of natural and man-made disasters.

USAID plays a critical role in protecting U.S. national security and furthering American interests, helping our nation respond to, counter, and prevent complex threats and crises around the globe, while creating a more economically prosperous world. With this aim, USAID brings to bear sophisticated development tools to support the four pillars outlined in the National Security Strategy: protecting the homeland and the American way of life, advancing American prosperity, preserving peace through strength, and enhancing American influence abroad.

USAID's commitment to diversity and inclusion is both a moral imperative (we treat others with respect and value the humanity of each and every person) and a business imperative (to attract and retain talent, to be innovative, to enhance our workplace culture, and to deliver the best on behalf of the American people). Our core values include:

- **Respect:** demonstrate respect for one another, our partners, and the people we serve in communities around the world.
- **Empowerment:** elevate all voices striving for global economic, environmental, and social progress.
- **Inclusion:** value our differences and draw strength from diversity.

USAID has identified diversity and inclusion as part of a critical objective in our five-year Human Resources Transformation Strategy.

The following is an excerpt from USAID's Diversity and Inclusion Strategic Plan:

"Out of many, one" reads the seal of the United States, defining the central piece of our nation's identity—the belief that together, we are greater than the sum of our parts. As part of the workforce of the United States government, USAID has an opportunity and a duty to embody that identity. Not only does a strong culture of diversity and inclusion provide a rich set of problem-solvers to address our world's greatest development challenges, but it also reflects who we are -- "from the American people"-- to the people with whom we partner in Africa, Asia and the Pacific, Eastern Europe, Latin America and the Caribbean, and the Middle East.

Underlying our diversity and inclusion strategic plan are several key principles. As an agency, we are committed to the concept of inclusive development, in which the views and interests of traditionally marginalized and disempowered groups in developing countries – including women, people with disabilities, youth, indigenous people, displaced populations and members of the Lesbian Gay Bisexual Transgender and Intersex (LGBTI) community – are also embraced as significant contributors to our planning and execution process in support of our mission. In our own agency, these same principles of broad empowerment must be infused into our culture and practice. This approach is based not only in law and concepts of fairness and equity; we firmly believe that it is the best way to ensure effective and sustainable programs.

USAID will move in a purposeful and directed manner to increase the transparency of human capital processes as an approach to foster the inclusion that leads to the diversity of the workforce. We must scrupulously enforce legal and regulatory protections, but it is not enough to eliminate formal discriminatory practices. USAID will examine all its human resources procedures and practices to identify hidden biases and barriers that remain and move to eliminate them. Glass ceilings have no place in a modern development enterprise. USAID will also focus on data to drive our efforts to realize a truly diverse workforce and inclusive work environment."

Part E.2 - Executive Summary: Essential Element A - F

Essential Element A: Demonstrated Commitment from USAID Leadership

USAID recognizes that solutions to the most challenging development problems require innovation, creativity, and multiple approaches for success. USAID's leadership does not identify diversity as a stand-alone issue; rather, it is integrated into management, hiring practices, outreach, training, mentorship opportunities, promotion, and retention efforts. It is woven into the very fabric of USAID.

USAID is committed to an inclusive workplace, one in which every employee is valued, recognized as vital to driving innovation and forging strong relationships with stakeholders, and critical to the success of USAID's mission and initiatives.

The Director for the Office of Civil Rights and Diversity (OCRD) reports directly to USAID's Administrator. The OCRD Director is the Agency's Chief Diversity Officer and Settlement Official on informal and formal equal employment opportunity (EEO) complaints.

The OCRD Director is a member of the Administrator's Leadership Council and other Agency management councils and has regular and effective means of informing Agency leadership about the effectiveness of the EEO program and providing input on

recruitment strategies, training and human resources activities and initiatives.

USAID's Executive Diversity Council (EDC), co-chaired by the Deputy Administrator and the OCRD Director, is comprised of USAID's Bureau and Independent Office Heads who identify opportunities and support priorities related to diversity and inclusion throughout the Agency.

USAID's EEO Policy, Anti-Harassment Policy, and related policies and procedures, are communicated and made available to all employees via a variety of mechanisms. USAID publishes EEO policies covering harassment prevention, reasonable accommodation, and permissible religious expression on its internal website. OCRD also publishes information on the EEO complaint process, EEO policies, and the roles and responsibilities on its Web-page. Managers and supervisors are evaluated on their commitment to these policies.

Essential Element B: Integration of EEO into USAID's Strategic Mission

The principles of equal employment opportunity, diversity and inclusion form the foundation of USAID's strategic mission.

USAID houses a wealth of professional experts who specialize in providing opportunities to marginalized and disempowered groups around the globe. While primarily focused on implementing development programming, these cadres of experts also serve as internal champions for equal employment opportunity, diversity and inclusion in the workplace. Across USAID, a network of gender experts, advisors, and points of contact work to reduce the social, economic and cultural disparities that limit the participation and contribution of women and men throughout the developing world. Gender advisors and gender points of contact are active in all overseas missions. As another example, USAID's Disability Program provides assistance to USAID Missions to promote greater inclusion and participation of persons with disabilities in Agency development efforts. In 2005, Congress appropriated funding specifically aimed at increasing the participation of people with disabilities in USAID programs and strengthening the capacity and services of local disabled people's organizations.

In FY 2017, USAID re-defined one of its corporate objectives to underscore the priority that it places on diversity and inclusion.

As part of the Administrator's Leadership Council Management System, USAID established an Agency-level objective and corresponding metric to enhance leadership engagement, support, and accountability in fostering equal employment opportunity (EEO), diversity, and inclusion in the workforce. Agency operating units will be measured on leadership (at all levels of the organization) engagement in EEO, diversity, and inclusion activities.

OCRD has oversight responsibility for the Agency's Employee Resource Groups (ERG). USAID's senior leadership supports the ERGs and encourages employees to participate in ERG events and activities held throughout the year. A number of senior leaders serve as Executive Champions to the ERGs, serving to guide, mentor and amplify the voices of employees across USAID. The OCRD Director chairs the USAID's Employee Resource Group Leadership Council (ERGLC). The ERGLC provides ERG leaders across the Agency the ability to share ideas, concerns, and practices with OCRD. It further offers ERG leaders and OCRD the opportunity to mutually learn and partner with each other to amplify and strengthen diversity and inclusion at USAID.

Essential Element C: Management and Program Accountability

The Agency's EEO program officials provide regular updates to Agency leadership, managers and supervisors about the status of the EEO program in their respective area of responsibility.

The Agency's EEO officials meet regularly with officials in the Office of Human Capital and Talent Management, the Office of the Chief Information Officer, Office of the Chief Financial Officer and the Office of the General Counsel to coordinate the development and implementation of EEO plans, policies and activities.

OCRD provides information, assistance, and guidance to managers and supervisors regarding USAID's EEO policies and programs. This includes information regarding the EEO complaint process, Alternative Dispute Resolution Program, Reasonable Accommodations, and Anti-harassment Program. OCRD also works with B/IOs on strategies to enhance diversity and inclusion in the workplace, including by providing training and special commemorative programs, events and activities.

The Agency's recent Foreign Service Performance Management Redesign increases accountability, and strengthens the performance management culture. In FY 2017 the Office of Human Capital and Talent Management established and began implementing a revised Foreign Service/Senior Foreign Service Skills Framework, which defines a core skill for talent management, including a subskill for EEO, diversity and inclusion, and proficiency indicators that define how each subskill should be demonstrated across grade levels.

Essential Element D: Proactive Prevention of Unlawful Discrimination

On an ongoing basis, USAID takes steps to prevent discrimination; review data, policies, and procedures to identify barriers to EEO; and develop and implement plans to eliminate barriers that impede equal employment opportunity.

USAID conducts self-assessment on a regular basis to monitor progress and identify areas where barriers may exist. The self-assessment involves looking at the ethnicity, race and sex as well as disability profiles of the Agency's workforce by pay plans, occupational categories and operating components.

USAID promotes the use and benefits of the Alternative Dispute Resolution process (ADR) (including in non-EEO matters) and once elected by an employee, an Agency senior leader and other appropriate officials are required to participate.

Essential Element E: Efficiency

USAID employs personnel with adequate training to conduct the analyses required by MD-715 and continues to develop its data gathering and technical capabilities.

USAID has a dedicated Reasonable Accommodation Program Manager to process all requests for reasonable accommodation and coordinate with appropriate Agency officials. In addition, the Agency has a centralized source for funding reasonable accommodations. All accommodation requests were processed within the time frame set forth in the agency procedures for reasonable accommodation.

USAID ensures that EEO counselors and investigators receive the required training and provides appropriate notice to

complainants and complies with hearing and settlement requirements.

USAID utilizes the iComplaints tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process. The system identifies the issues and basis of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends. The iComplaints tracking system also allows the Agency to produce the required annual 462 report and the quarterly No FEAR report.

Essential Element F: Responsiveness and Legal Compliance

Part E.3 - Executive Summary: Workforce Analyses

USAID has a system of management controls to ensure that agency timely complies with EEOC decisions and orders, completes actions and obligations of settlement agreements, and submits compliance reports timely. The agency has control over the payroll processing and has steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief.

USAID's MD-715 report contains three separate sets of data tables for select tables where applicable. USAID's U.S. Direct Hire (USDH) workforce is comprised of Civil Service employees and Foreign Service Officers. Due to distinct differences in these service types, we conducted analyses on USAID's total USDH workforce and disaggregated by service type where applicable. Where applicable, the first tab in a set of data tables includes all USDH, the second tab covers Civil Service (CS) employees, and the third tab covers Foreign Service (FS) employees.

USAID used the 2010 EEO National Civilian Labor Force (NCLF) statistics from the Census Bureau's American Community Survey as the basis of comparison for USAID's Civil Service and Foreign Service workforce. The 2010 EEO Relevant Civil Labor Force (RCLF) statistics served as the basis of comparison for USAID's major occupations.

Civil Service and Foreign Service employees work in a broad array of professional, technical, scientific, managerial, and operational fields in the United States and abroad to advance U.S. foreign policy. As of September 30, 2017, the agency's total workforce included a total of 3,718 employees, of which 3,353 were permanent and 365 were temporary USDH employees. Most temporary employees serve in Foreign Service Limited positions that are time-limited appointments and fluctuate with the short-term needs of the Agency.

USAID continues its priority to achieve a U.S. workforce that looks like America--the overall benchmark is the National Civilian Labor Force (NCLF): Since 2010, USAID has increased its permanent U.S. Direct Hire (USDH) workforce representation of historically underrepresented groups.

As of September 30, 2017, the agency's permanent workforce included 3,718 permanent U.S. Direct Hire (USDH) Civil Service and Foreign Service employees. Although the Agency continues to work to diversify its workforce, challenges remain:

1. Underrepresentation of Hispanic males and females in both the Civil Service and Foreign Service.
2. Underrepresentation of Individuals with a Targeted Disability.
3. Underrepresentation of Hispanic, Black/African American, and Asian American males and females in select major occupations (positions that are mission critical and encumbered by a large number of employees):

- Health-related occupations: underrepresentation of Black/African American and Hispanic males
- Contracting occupation: underrepresentation of Hispanic females
- Program/Project Development occupation: underrepresentation of Hispanic males and females and Black/African American females.
- Auditing occupation: underrepresentation of Hispanic and Asian females
- Management and Program Analysis occupation: underrepresentation of Hispanic males and Asian males and females

Summary of Overall Workforce Representation

Hispanic/Latino representation:

- Hispanic/Latino representation in the USAID workforce in FY 2017 decreased by 4.15 percent from FY 2016, and was below the 2010 CLF representation of 10 percent by 4.41 percent.
 - In the Foreign Service (FS), Hispanic representation in FY 2017 increased by 0.16 percent from FY 2016.
 - In the Civil Service (CS), Hispanic representation in FY 2017 increased by 0.18 percent from FY 2016.

Black/African American representation:

- Black/African American representation in the USAID workforce in FY 2017 decreased by 27.63 percent from FY 2016, and was above the 2010 CLF representation of 12 percent by 9.41 percent in FY 2017.
 - In the (FS), Black/African American representation in FY 2017 increased by 0.64 percent from FY 2016.
 - In the (CS), Black/African American representation in FY 2017 decreased by 0.34 percent from FY 2016.

Asian American representation:

- Asian American representation in the USAID workforce in FY 2017 decreased by 4.15 percent from FY 2016, and was above the 2010 CLF representation of 4 percent by 4.06 percent in FY 2017.
 - In the (FS), Asian American representation in FY 2017 increased by 0.19 percent from FY 2016.
 - In the (CS), Asian American representation in FY 2017 increased by 0.05 percent from FY 2016.

Native Hawaiian/Pacific Islander representation:

2016, and was below the 2010 CLF representation of 0.14 percent by 0.09 percent in FY 2017.

- In the (FS), Native Hawaiian/Pacific Islander representation in FY 2017 remained the same at 0.06 percent from FY 2016.

- In the (CS), Native Hawaiian/Pacific Islander representation in FY 2017 remained the same at 0.06 percent from FY 2016.

American Indian/Alaska Native representation:

- American Indian/ Alaska Native representation in the USAID workforce in FY 2017 remained the same from FY 2016, and was above the 2010 CLF representation of 0.14 percent by 0.42 percent in FY 2017.

- In the (FS), American Indian/ Alaska Native representation in FY 2017 decreased by 0.04 percent from FY 2016.

- In the (CS), American Indian/ Alaska Native representation in FY 2017 increased by 0.02 percent from FY 2016.

Women representation:

- Women representation in the USAID workforce in FY 2017 decreased by 4.22 percent from FY 2016, and was above the 2010 CLF representation of 48.14 percent by 5.57 percent in FY 2017.

- In the (FS), Women representation in FY 2017 increased by 0.25 percent from FY 2016.

- In the (CS), Women representation in FY 2017 increased by 0.74 percent from FY 2016.

Senior Executive Service (SES) Corps (Executive Service, Scientific and Senior Level Positions) representation in FY 2017:

- Hispanic representation in the SES was 8.51 percent, 1.41 percent above the corresponding RCLF rate of 7.10 percent.

- Black/African American representation in the SES was 23.40 percent, 14.60 percent above the corresponding RCLF rate of 8.80 percent.

- Asian representation in the SES was 6.38 percent, 2.28 percent above the corresponding RCLF rate of 4.10 percent.
- Native Hawaiian/Pacific Islander representation in the SES was 0 percent, below the corresponding RCLF rate of 0.20 percent.

- American Indian/Alaska Native representation in the SES was 0 percent, below the corresponding RCLF rate of 0.80 percent.

- Women representation in the SES was 44.68 percent, 0.78 percent above the corresponding RCLF rate for officials and managers of 43.90 percent.

Senior Foreign Service (SFS) Corps representation in FY 2017:

- Hispanic/Latino representation in the SFS was 2.81 percent, 4.29 percent below the RCLF rate of 7.10 percent.

- Black/African American representation in the SFS was 8.99 percent, 0.19 percent above the RCLF rate of 8.80 percent.

- Asian American representation in the SFS was 3.37 percent, 0.17 below the RCLF rate of 4.10 percent.

- Native Hawaiian/Pacific Islander representation in the SFS was 0 percent, below the RCLF rate of 0.20 percent.

- American Indian/Alaska Native representation in the SFS was 0 percent, below the RCLF rate of 0.80 percent.

- Women representation in the SFS was 47.19 percent, 3.29 percent above the corresponding RCLF rate for officials and managers of 43.90 percent.

EMPLOYEES WITH DISABILITIES

- The representation of individuals with a disability increased by 0.03 percent from 4.78 percent in FY 2016 to 4.81 percent in FY 2017. This is below the Federal government-wide representation of 8.99 percent.

- In the Foreign Service (FS), the representation of individuals with a disability decreased by 0.11 percent from 2.63 percent in FY 2016 to 2.52 percent in FY 2017.

- In the Civil Service (CS), the representation of individuals with a disability increased by 0.04 percent from 7.90 percent in FY 2016 to 7.96 percent in FY 2017.

- The representation of employees with a Targeted Disability increased from 1.48 percent in FY 2016 to 1.51 percent in FY 2017, which is below the 2010 CLF.

- In FY 2017, 4.81 percent of all new hires at USAID were individuals with a disability, which is above the Agency's 4.00 percent goal pursuant to Executive Order 13548 and USAID People With Disabilities Agency Plan.

Part E.4 - Executive Summary: Accomplishments

On August 23, 2017, USAID's Administrator issued an Executive Message on Promoting a Healthy Work Environment: Preventing and Addressing Toxic Behaviors in the Workplace. The notice was distributed to all employees via an Executive Message, and is also housed on the Agency's Internal website. As an Agency and as individuals, we work hard every day to improve the lives of people around the world. It is equally important that we put our energy into helping to create a positive and healthy workplace for everyone at USAID, so that we can all do our best work.

USAID launched its Development Diplomat in Residence (DDIR) Program in FY 2016, which aims to recruit and channel talent to USAID. The Agency created and filled two senior leadership positions as a pilot to help conduct regional outreach and recruitment, particularly targeting under-represented groups, and raising domestic awareness of the role of development in our national security, while broadening support for USAID. The initial DDIR positions were based in California State University, Long Beach (covering Southern California, Hawaii and Nevada) and Morehouse College, Atlanta Georgia (covering Georgia, Tennessee, Alabama, Mississippi, and Florida). This program has substantially expanded USAID's outreach and networking capability into many Minority Serving Institutions and Professional Organizations. For example, the DDIR in Atlanta coordinated

with Morehouse College's Andrew Young Center for Global Leadership Study Abroad Program by accompanying 14 students to Haiti. The DDIR organized the process for the students to visit and engage with the USAID Haiti Mission. The introduction to the USAID mission provided meaningful exposure to how the USG through our missions deliver development assistance.

After a very successful pilot year, USAID formally institutionalized the DDIR Program in FY 2017 as an integral component of the Agency's diversity and inclusion strategy by placing two new permanent senior officers at these locations. In addition, the process to expand the program has been initiated to expand by two more DDIR regions in FY 2018. California State University Long Beach (CSULB) was selected by USAID as one of the DDIR Program locations based on the highly diverse student population of over 75 percent minorities, of which 39 percent are of Hispanic, and the proximity to other highly diverse universities and institutions. The DDIR is located on the CSULB campus in order to establish good working relationships and build intellectual goodwill, interest, and rapport among thought leaders and potential employment candidates, including college faculty and post-graduate international development scholars.

USAID expanded the number of Employee Resource Groups (ERGs) to 15 with the addition of the Arab-Americans in Foreign Affairs Agency (AAIFAA) and Returned Peace Corps Volunteers (RPCVs@AID). ERGs are indispensable to strengthening workplace inclusion. The Agency supports and partners with ERGs to engage and empower employees to best advance the Agency's commitment to an inclusive and diverse workforce. ERGs provide employees an opportunity to raise common issues and concerns; provide recommendations for solutions; receive support from those who share similar backgrounds, experiences, or interests; and provide informal mentoring and additional opportunities for personal and professional development.

Additionally, USAID established Senior Executive Champions for all 15 ERGs to strengthen leadership commitment to diversity and inclusion. Senior Executive Champions provide leadership support and mentorship to ERGs and elevate ERG priorities within in the Agency.

ERG's participated in White House Promoting Diversity and Inclusion in the National Security Workforce Event, participated in a Roundtable Discussion on Advancing the Goals of the 2016 Presidential Memorandum on Diversity and Inclusion, and hosted Congressional Hispanic Caucus Institute (CHCI) fellows for a speed mentoring and career development program.

The Agency also expanded its special emphasis program to include Irish American Heritage Month and Days of Remembrance -- Holocaust Survivors. This reflected USAID's commitment to foster equal opportunity, diversity, and inclusion within our agency and in our work.

The Office of Civil Rights and Diversity (OCRD) held an open house to advance diversity and inclusion. The Open House included a formal mentoring session and TED style talks by senior leaders on topics ranging from career advancement to the business case for diversity and inclusion, and reasonable accommodations. OCRD hosted a Partners and Pioneers Recognition Ceremony which highlighted one Mission and one Bureau that exemplified diverse and inclusive values in its workplace practices.

USAID continued its Donald M. Payne International Development Fellowship Program. The Payne Program is administered in partnership with Howard University as a means to attract outstanding young people who are interested in pursuing careers in the Foreign Service. The Program encourages members of minority groups who have been historically underrepresented in international development careers and those with financial need to apply. In FY 2017, the Agency expanded the program to 10 fellowships per year, a 30% increase from FY 2016. The Payne Fellowship also greatly benefited from a very productive partnership with the USAID Development Diplomats in Residence based in Atlanta, GA and Long Beach, CA which through a very aggressive marketing campaign generated 50 student applications from their perspective DDIR regions for the Payne Fellowship Program out of 278 total applications, resulting in a 20% increase from the previous year. In 2017, 80% of the Payne Fellows selectees were from minority demographics, including 40% African American, 20% Hispanic and 20% Asian American representation.

In FY 2017, USAID expanded training efforts in DC and at overseas Missions. The Agency held multiple EEO (including Counselor Certification training) and diversity and inclusion sessions in Washington, DC, as well in Missions including Germany, Colombia, Peru, Egypt. USAID delivered on-going EEO, diversity, and inclusion workshops and training for employees, including managers and members of the Agency's ERGs. The agency also conducted Crucial Conversations trainings, where employees learned new skills to have open and honest conversations with management and co-workers from all walks of life.

The ability to speak effectively and be heard when the issues are high-stake, risky, or emotional is crucial to the Agency's line of work. Workshops and training are tailored and delivered to operating units and overseas missions based on specialized needs.

USAID published educational brochures to raise awareness of OCRD programs and resources. The educational brochures include the following: Anti-Harassment, Reasonable Accommodations, and Employee Resource Groups. The educational brochures were disseminated overseas and in Washington through training and activities hosted by OCRD.

USAID's Executive Diversity Council (EDC), chaired by the Deputy Administrator and the Director, Office of Civil Rights and Diversity, provides senior level direction, guidance, priorities, and resources for actionable steps to enhance diversity Agency-wide. The EDC instituted a charter to reinforce the Agency's commitment to leadership involvement in initiatives and investments to enhance diversity and inclusion as core values at USAID.

USAID continued to participate on workgroups to advance workforce diversity and inclusion, including the Hispanic Council on Federal Employment and the National Security Workforce (NSW) Interagency Work Group for promoting diversity and inclusion in the NSW. USAID planned, in collaboration with over 15 other agencies, a virtual career fair to reached applicant from all walks of life and also minorities across the Nation.

USAID expanded outreach and recruitment efforts to HSIs to increase the employment of Hispanics at the agency including participation in the CSULB Information Session, Whittier College Information Session, California State University Information Session (Long Beach/Fullerton, CA), Hispanic National Bar Association Career Fair, and the League of United Latin American

Citizens (LULAC). During the LULAC event, USAID held multiple information sessions on the Agency's Pathways Programs, the Donald Payne Fellowship Program, and Civil Service and Foreign Service career opportunities.

The USAID Centralized Internship Program continues to be an effective strategy to incorporate diversity into the workforce. The overall minority representation of interns in 2016-2017 was 80 percent, with the largest demographic being African-Americans at 32 percent. USAID also partnered with various minority serving institutions in 2016-2017 to increase diversity in the workforce.

The Agency renewed memorandums of understanding (MOUs) with Don Bosco Cristo Rey (DBCR) High School and the Urban Alliance Organization to provide student internships to diverse quality talent. Four DBCR students were hosted at USAID through the DBCR Cooperative Work Study Program from Fall 2016 to Summer 2017. Through the Urban Alliance High School Internship Program, USAID's commitment increased from hosting two interns to hosting three interns from the Fall Semester 2016 to the Summer Semester 2017. The Agency established a new partnership with INROADS, Inc. This non-profit, through internships and professional development, prepares under-served students and students historically underrepresented for corporate and community leadership. USAID hosted two INROADS students for the 2017 summer intern program. Through engagement with the International Leadership Foundation (ILF) and the Washington Leadership Program (WLP), six students (24% Asian) were hired for the summer 2017 internship program. These programs promote civic awareness, public service, and are dedicated to building the next generation of leaders from within the Asian Pacific American and South Asian American communities through innovative programs.

Additionally, in FY 2017, the inaugural model USAID was launched. Model USAID is an agency-wide diversity initiative and educational simulation conducted by high school students in a Model United Nations (Model UN) format. 22 students from the District of Columbia and Maryland high schools participated. The simulations replicated USAID field scenarios to allow students to learn about foreign assistance and international development through crisis committees. The partnerships with local high schools provided an opportunity for students from underserved communities to learn about and experience the international development profession.

USAID continued to play a crucial role in ensuring that Applicant Flow Data (AFD), tracked by Monster Government Solutions (MGS), is reliable and consistent with the Office of Management and Budget (OMB) and the EEOC guidelines.

USAID analyzed the Federal Employee Viewpoint Results and shared the results with the USAID workforce. The results showed substantial positive increases in the following areas:

- "Employees have a feeling of personal empowerment with respect to work processes." USAID's combined 2017 scores was 60.4% and the 2016 scores was 53.6%, for an increase of 6.8%.
- "Senior leaders demonstrate support for Work/Life programs." USAID's combined 2017 score was 75.9% and the 2016 score was 70.2% for an increase of 5.8%.
- "I recommend my organization as a good place to work." USAID's combined 2017 score was 81.7% and the 2016 score was 76.4%, for an increase of 5.3%.

USAID's Employee Engagement Index increased in 2017 to 78.1% from 75.0% in 2016; and the Agency's Best Places to Work Index increased to 70.6% in 2017 from 68.7% in 2016. New Inclusion Quotient Index increased to 70.5% in 2017 from 66.8% in 2016.

Part E.5 - Executive Summary: Planned Activities

USAID's 2017 Management Support Services Customer Survey highlighted opportunities for OCRD to expand engagement with the Agency's 80+ overseas missions. To address the feedback, OCRD employed the services of a Senior Foreign Service Officer to identify and develop solutions for the unique challenges faced in the overseas work environment as well as field-based best practices that could be shared across the Agency.

At the end of FY 2017 and heading into FY 2018, in light of increased focus on sexual harassment in the workplace, USAID disseminated to all employees "Facts About Sexual Harassment," conducted briefings on EEO Harassment and Unconscious Bias in the workplace, and briefed Agency leadership and supervisors on their roles and responsibilities with regard to EEO Harassment, diversity and fostering inclusion. The Agency continues to conduct and develop briefings and trainings on EEO Harassment and related topics.

USAID's Administrator recently created an Action Alliance for Preventing Sexual Misconduct in order to ensure the Agency is appropriately addressing this critical issue at the highest levels of the Agency. The Action Alliance includes two working groups. The first, co-chaired by Director of the Office of Civil Rights and Diversity (OCRD), and Deputy Administrator of the Bureau for Europe and Eurasia, will focus on preventing sexual harassment in the workplace. The second, co-chaired by the Senior Deputy General Counsel, and Acting Deputy Assistant Administrator for the Bureau for Democracy, Conflict and Humanitarian Assistance, will focus on protecting beneficiaries from sexual exploitation and abuse.

With regard to outreach and engagement, the Agency is continuing the Donald M. Payne International Development Fellowship Program. Additionally, the Agency has committed to expanding the Development Diplomat in Residence program by two more regions in FY 2018. To increase engagement with employees in overseas missions, the Agency is increasing its use of technology (webinars, video teleconferences, etc.) to ensure employees across the globe have access to special commemorative program events, and briefings and presentations on EEO Harassment, and related diversity and inclusion topics.

USAID will continue an expanded Development Diplomat in Residence (DDIR), placing two more DDIRs in new regions in FY 2018. Proposed locations are New Mexico State University (NM) and Rutgers University-Newark (NJ).

In addition to the development of an Alternative Dispute Resolution (ADR) policy and procedures, in FY 2018 USAID will implement a marketing and communication strategy to include awareness and understanding of ADR and its benefits to

employees and management in addressing workplace disputes.

The Agency's Harassment Policy will be issued in FY 2018. In FY 2018 and FY 2019 USAID will also provide mandatory EEO Harassment Training for all employees to promote the prompt reporting of harassment to include sexual harassment and to ensure that appropriate and timely corrective actions are taken to address the harassing behavior. The training will focus on the definitions of harassment with an emphasis on sexual harassment and "establishing employer liability." In addition, USAID continues to provide general EEO training, Reasonable Accommodation training, and Unconscious Bias Training to ensure employees are aware of their rights and responsibilities in the workplace and can fully contribute to a culture of diversity and inclusion.

USAID will continue to implement the Diversity and Inclusion Scorecard, which tracks Agency efforts regarding EEO Programs, including training, outreach and engagement, and demonstrated leadership support for EEO, increasing diversity and fostering inclusion.

In FY2018, USAID will continue its efforts to implement a cloud based reasonable accommodation management system which will enable employees to e-file requests and increase programmatic efficiencies.

EEOC FORM 715-01 PART F	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
Agency for International Development	For period covering October 1, 2016 to September 30, 2017

**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Director, Office of Civil Rights and Diversity Kimberly Lewis am the

(Insert name above) (Insert official
title/series/grade above)

Principal EEO Director/Official for US Agency for International Development

(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Signature of Agency Head or Agency Head Designee

Date

Signature of Principal EEO Director/Official

Date

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.					
Agency for International Development		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
The Agency Head was installed on <u>08-07-2017</u> The EEO policy statement was issued on <u>08-23-2017</u> Was the EEO policy statement issued within 6-9 of the installation of the Agency Head?		X			
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.				X	
Are new employees provided a copy of the EEO policy statement during orientation?		X			
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X			
Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X			
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?			X		See Part H.
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X			

Agency for International Development		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X			
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X			
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X			
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X			
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X			
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X			
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?		X			
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X			
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X			
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.		X			Employees are notified of penalties for unacceptable behavior in various EEO trainings, Anti-harassment trainings. The penalties for unacceptable behavior are also outlined in the USAID Automated Directives System.
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?			X		See Part H.
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X			

Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.					
Agency for International Development		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)		X			
Are the duties and responsibilities of EEO officials clearly defined?		X			
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X			
If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?				X	
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting				X	
If not, please describe how EEO program authority is delegated to subordinate reporting components.				X	
Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X			
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?			X		While the EEO Director/Officer did not present at formal State of the Agency to the Agency head, the EEO Director/Officer meets regularly with the head of the Agency to provide updates on the status of EEO programs.

Agency for International Development		For period covering October 1, 2016 to September 30, 2017			
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections		X			
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and re-alignments?		X			
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X			
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure		X			
Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?			X		The Agency is working to address resourcing issues to ensure that the EEO Director can successfully use her authority to improve EEO program efficiency and eliminate barriers to the USAID workplace.
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?			X		The Agency is working to address staffing challenges to ensure the EEO Program is adequately staffed to effectively conduct assessments and analyses as well as to maintain effective and efficient complaint processing.
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently		X			
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204			X		The Agency does not currently have a Federal Women's Program manager.

Agency for International Development		For period covering October 1, 2016 to September 30, 2017			
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X			
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X			
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X			
Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	

Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		See Part H. The Agency is currently reviewing the EEO Program's budgetary and staff resources to ensure the Program has sufficient allocation of funds to conduct barrier analysis and to adequately collect and track data.
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		The Agency is reviewing the EEO Programs budget and staffing needs with regard to ensuring an adequate level of resources to ensure employees are effectively, timely and appropriately engaged in the complaint processing program and for reasonable accommodations.
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X			
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X			
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X			

Agency for International Development	For period covering October 1, 2016 to September 30, 2017			
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		The Agency is reviewing the EEO Programs budget and staffing needs with regard to ensuring an adequate level of resources to ensure all employees are adequately and timely engaged on EEO programs, including administrative and judicial remedial procedures available.
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X			
Is there sufficient funding to ensure that all employees have access to this training and information?	X			
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:				
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?		X		The Agency is reviewing the EEO Programs budget and staffing needs with regard to ensuring an adequate level of resources to ensure all supervisors and managers are adequately and timely trained and updated on EEO programs.
to provide religious accommodations?		X		The Agency is reviewing the EEO Programs budget and staffing needs with regard to ensuring an adequate level of resources to ensure all supervisors and managers are adequately and timely trained and updated on EEO programs.

Agency for International Development	For period covering October 1, 2016 to September 30, 2017			
to provide disability accommodations in accordance with the agency's written procedures?		X		The Agency is reviewing the EEO Programs budget and staffing needs with regard to ensuring an adequate level of resources to ensure all supervisors and managers are adequately and timely trained and updated on EEO programs.
in the EEO discrimination complaint process?		X		The Agency is reviewing the EEO Programs budget and staffing needs with regard to ensuring an adequate level of resources to ensure all supervisors and managers are adequately and timely trained and updated on EEO programs.
to participate in ADR?		X		The Agency is reviewing the EEO Programs budget and staffing needs with regard to ensuring an adequate level of resources to ensure all supervisors and managers are adequately and timely trained and updated on EEO programs.

Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY

This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.

Agency for International Development

For period covering October 1, 2016 to September 30, 2017

Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X			
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X			
Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?			X		The Agency is working to establish a process and related time-tables for reviewing Merit Promotion Policy and Procedures to identify barriers that may exist and impeded full participation of all groups of employees.
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?			X		The Agency is working to establish a process and related time-tables for reviewing Employee Recognition and Awards Programs and procedures to identify barriers that may exist and impeded full participation of all groups of employees.

Agency for International Development		For period covering October 1, 2016 to September 30, 2017			
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?				X	
Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X			

Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X			
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		X			One individual was disciplined during the reporting period. The proposed discipline was removal; the employee retired in lieu of removal.
If so, cite number found to have discriminated and list penalty /disciplinary action					
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X			
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.??		X			

Essential Element D: PROACTIVE PREVENTION Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.					
Agency for International Development		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X			
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X			
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?				X	
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X			
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X			
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X			
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X			
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?			X		While information and data is collected, the Agency is developing a process for and will begin conducting trend analyses on the effects of management/personnel policies, procedures and practices by race, national origin, sex and disability.
Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	

Agency for International Development	For period covering October 1, 2016 to September 30, 2017			
Are all employees encouraged to use ADR?	X			
Is the participation of supervisors and managers in the ADR process required?	X			

Essential Element E: EFFICIENCY				
Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.				
Agency for International Development	For period covering October 1, 2016 to September 30, 2017			

Agency for International Development		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X			
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X			
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?				X	
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X			
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X			
Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X			
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X			
Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X			The Agency reviews materials submitted for timeliness, accuracy and completeness and provides feedback. Contracts where contractors are unable to perform at the required standards are not continued.
If yes, briefly describe how:					

Agency for International Development		For period covering October 1, 2016 to September 30, 2017			
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X			
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X			
Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X			
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?			X		The Agency continues to work to ensure timelines are met, including by training more USAID collateral duty counselors and using State Department counselors in U.S. Missions where USAID has employees. Additionally, the Agency is bringing on an EEO Specialist who will manage the Counselor Program.
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X			
Does the agency complete the investigations within the applicable prescribed time frame?			X		See Part H.
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?			X		See Part H.
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X			
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X			
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X			
Compliance Indicator		Measure has been met			

Agency for International Development		For period covering October 1, 2016 to September 30, 2017				
	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.				For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X				
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?			X		See Part H.	
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X				
Does the agency ensure that the responsible management official directly involved in the dispute does not have settlement authority?			X		Responsible Management Officials directly involved in the dispute may have settlement authority when the redress is within their delegated authority. Otherwise, a higher level manager will be involved.	
Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the		X				
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102			X		The Agency is reviewing the EEO Program's budget and staff resources and working to identify ways to ensure efficient and effective operation of Agency EEO programs.	

Agency for International Development		For period covering October 1, 2016 to September 30, 2017			
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X			
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X			
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X			
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X			
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X			
Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO		X			
Does the agency discrimination complaint process ensure a neutral adjudication function?		X			
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X			

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.	
Agency for International Development	For period covering October 1, 2016 to September 30, 2017

Agency for International Development		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative			X		The Agency does not have formal SOPs in place; however the Agency follows requirements established under 29 C.F.R. § 1614 and MD-110. Agency tracking is done through implementation memos, directing management officials to take action.
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X			
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X			
Are procedures in place to promptly process other forms of ordered relief?		X			
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X			
If so, please identify the employees by title in the comments section, and state how performance is measured.		All USAID employees are required to comply with EEOC, as well as other Federal Agency regulations, orders, directives etc.			

Agency for International Development	For period covering October 1, 2016 to September 30, 2017			
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?	X			
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.				
Have the involved employees received any formal training in EEO compliance?	X			
Does the agency promptly provide to the EEOC the following documentation for completing compliance:				
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X			
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X			
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X			
Compensatory Damages: The final agency decision and evidence of payment, if made?	X			
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X			
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X			
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X			
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X			
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X			
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X			
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X			
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X			

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation (10/20/00), Question 28

EEOC FORM 715-01 PART H-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Agency for International Development		For period covering October 1, 2016 to September 30, 2017
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Non-compliant anti-harassment policy.	
OBJECTIVE:	Develop and disseminate compliant anti-harassment policy.	
RESPONSIBLE OFFICIAL:	EEO Complaints and Resolution Division Manager, Office of Civil Rights and Diversity	
DATE OBJECTIVE INITIATED:	09/30/2015	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2018	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
Development and dissemination of anti-harassment policy and related Standard Operating Procedures		
TARGET DATE: 09/30/2018		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
On August 23, 2017 USAID issued an updated EEO Policy addressing harassment in the workplace. In addition, on November 30, 2017, the Agency issued an Agency Notice titled, Facts About Harassment, addressing specific requirement for supervisors and management officials to report harassment.		
EEOC FORM 715-01 PART H-2	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Agency for International Development		For period covering October 1, 2016 to September 30, 2017
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Non-compliant Reasonable Accommodation (RA) procedures.	
OBJECTIVE:	Publish Agenc RA policy and procedures for public availability.	
RESPONSIBLE OFFICIAL:	Reasonable Accommodation Program Manager, Office of Civil Rights and Diversity	
DATE OBJECTIVE INITIATED:	11/14/2017	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	05/31/2018	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
Revise, pre EEOC guidance, USAID Automated Directive System (ADS) Chapter 111 Procedures for Providing Reasonable Accommodation for Individuals with Disabilities.		
TARGET DATE: 05/31/2018		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
Developed and published ADS Chapter 111 Procedures for Providing Reasonable Accommodation for Individuals with Disabilities. Reasonable Accommodation Program manager provided numerous briefings on reasonable accommodations. USAID contracted a developer to develop a web-based system for tracking and monitoring RA activities.		

EEOC FORM 715-01 PART H-3		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Agency for International Development		For period covering October 1, 2016 to September 30, 2017	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Untimely completion of investigations.		
OBJECTIVE:	Complete investigations within the applicable prescribed time frame.		
RESPONSIBLE OFFICIAL:	Dispute Intake and Resolution Team Lead, Office of Civil Rights and Diversity		
DATE OBJECTIVE INITIATED:	9/1/2015		
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2017		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:			
<p>The Agency is developing standard operating procedures and internal metrics to ensure timely completion of EEO complaint related work. Employee work plans will reflect new internal processing time requirement. In addition, the Agency has selected individuals to fill two vacant EEO Specialist positions, who will be assigned to manage specific areas of the EEO complaints process.</p> <p>TARGET DATE: 09/30/2018</p>			
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			
<p>In FY 2017, USAID established EEO services contracts with two (2) contractors to ensure timely completion of EEO investigations. The contractors specialize in the EEO complaints process. One staff member returned from military duty and serves as the Formal Complaints Manager. A second staff has been designated to support the review and processing of the investigations and other complaint related work</p>			
EEOC FORM 715-01 PART H-4		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Agency for International Development		For period covering October 1, 2016 to September 30, 2017	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Untimely issuance of Final Agency Decisions on the Merits.		
OBJECTIVE:	Increase timeliness of issuance of Final Agency Decisions on the merits.		
RESPONSIBLE OFFICIAL:	EEO Complaints and Resolution Division Manager, Office of Civil Rights and Diversity		
DATE OBJECTIVE INITIATED:	10/01/2017		
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2018		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:			

The Agency has selected individuals to fill two vacant EEO Specialist positions. The individuals will be assigned to manage specific areas of the EEO complaints process. Additionally, the Agency is developing standard operating procedures and internal metrics to ensure timely completion of EEO complaint related work. Going forward, employee work plans will reflect new internal processing time requirement.

TARGET DATE: 09/30/2018

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

In FY 2017, USAID established EEO services contracts with two (2) contractors to ensure timely issuance of final agency decisions (FAD). The contractors specialize in the EEO complaints process. One staff member returned from military duty and serves as the Formal Complaints Manager. A second staff has been designated to support the review and processing of the FADs and other complaint related work.

**EEOC FORM
715-01
PART H-5**

**U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL
EEO PROGRAM STATUS REPORT**

Agency for International Development

For period covering October 1, 2016 to September 30, 2017

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

Lack of training on Alternative Dispute Resolution (ADR) for supervisors and managers.

OBJECTIVE:

Develop required training for supervisors/managers on Alternative Dispute Resolution.

RESPONSIBLE OFFICIAL:

EEO Complaints and Resolution Division Manager, Office of Civil Rights and Diversity

DATE OBJECTIVE INITIATED:

09/30/2015

TARGET DATE FOR
COMPLETION OF OBJECTIVE:

09/30/2018

PLANNED ACTIVITIES TOWARD
COMPLETION OF OBJECTIVE:

USAID is revising it's current EEO Alternative Dispute Resolution (ADR) program to include program and policy development and marketing. Additional ADR guidance and training will be provided to the USAID's collateral duty EEO Counselors about ADR, its use and benefits. The Agency is in the early redevelopment stages of the EEO ADR program.

TARGET DATE: 09/30/2018

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

In FY 2017 employees elected to use EEO Alternative Dispute Resolution (ADR) in zero (0) instances.

EEOC FORM 715-01 PART H-6	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Agency for International Development		For period covering October 1, 2016 to September 30, 2017
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Inadequate use of Applicant Flow Data (AFD) to identify potential barriers in accordance with MD-715 standards.	
OBJECTIVE:	Continue to collect demographic statistics on applications received for vacancies; establish SOPs for using and better tracking AFD from application point through hire; provide training on developed SOPs; evaluate and validate AFD after SOPs are developed and implemented.	
RESPONSIBLE OFFICIAL:	Director, External Outreach and Strategic Recruitment	
DATE OBJECTIVE INITIATED:	10/1/2015	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2017	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
<p>The Office of Human Capital and Talent Management and Office of Civil Rights and Diversity will work with managers and supervisors involved in recruitment and hiring activities on outreach efforts to all segments of society.</p> <p>TARGET DATE: 09/30/2018</p>		
<p>The Office of Civil Rights and Diversity (OCRD) will work with the Office of Human Capital and Talent Management (HCTM) Disability Employment Program Manager to develop a SOP to accurately and consistently track and analyze applicants, including applicants with disabilities [Schedule A(u)] not captured by USAJobs.</p> <p>TARGET DATE: 09/30/2018</p>		
<p>The Office of Human Capital and Talent Management and Office of Civil Rights and Diversity will review applicant flow data on agency Presidential Management Fellows to determine whether applicant pools are reflective of the relevant civilian labor force (RCLF)</p> <p>TARGET DATE: 09/30/2018</p>		
<p>The Office of Human Capital and Talent Management will work with hiring officials to ensure that they are consistently and correctly using the automated Applicant tracking system.</p> <p>TARGET DATE: 9/30/2018</p>		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<p>The Office of Civil Rights and Diversity (OCRD) and the Office Of Human Capital and Talent Management (HCTM) created a workgroup to develop a system and strategy to collect accurate and consistent applicant flow data. USAID led efforts to ensure that Applicant Flow Data (AFD), tracked by Monster Government Solutions (MGS), is reliable and consistent with the Office of Management and Budget (OMB) and the Equal Employment Opportunity Commission (EEOC) guidelines. USAID disaggregated AFD data by service type (Civil Service, Foreign Service, Senior Executive Service) and employment type (permanent, temporary). Currently, the Agency is working on disaggregating the data by service type (Civil Service, Foreign Service, Senior Executive Service), employment type (permanent and temporary) and USAID major occupations. Monster Hiring solution provides a supervisory guide that educates managers on how to document the disposition of each candidate application throughout the hiring process. USAID's Human Capital Services Center will issue this guidance to all hiring managers Agency-wide. This will enable USAID to determine stages where the representation rates change.</p> <ol style="list-style-type: none"> 1. Identify applicants who meet the minimum qualifications 2. Identify applicants who are among the best qualified (BQ) 3. Identify applicants that are sent to the hiring manager for further consideration 4. Identify applicants that are selected for an interview 5. Identify applicants that are offered a position 		

EEOC FORM 715-01 PART I-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Agency for International Development	For period covering October 1, 2016 to September 30, 2017	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?		
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.		
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		
RESPONSIBLE OFFICIAL:		
DATE OBJECTIVE INITIATED:		
TARGET DATE FOR COMPLETION OF OBJECTIVE:		
EEOC FORM 715-01 PART I-1	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

MD-715 – Part J

Special Program Plan

for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the federal government.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD)

Answer: No

b. Cluster GS-11 to SES (PWD)

Answer: Yes

PWD in grade level cluster GS-11 to SES represent 7.31 percent of the USAID permanent Civil Service Workforce, which is below the 12 percent benchmark.

* For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWTD)

Answer: No

b. Cluster GS-11 to SES (PWTD)

Answer: No

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

The Agency has a comprehensive Hiring of People with Disabilities Operational Plan. In addition representatives from each bureau or office are briefed at Administrative Officers Monthly Meetings. Senior leadership is routinely briefed on status and goals

at the Executive Diversity Council and Administrator's Senior Management Meetings.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

Answer: Yes

The Agency will update its current Plan for Recruitment and Hiring of People With Disabilities. A new Workforce Planning Model will be used to determine hiring projections which can be cascaded down to specific numerical hiring goals for people with disabilities and targeted disabilities that are in line with the regulatory benchmarks per EEOC regulations (29 C.F.R. § 1614.203(d)(7)). The strategies and initiatives described throughout this report will be incorporated as a roadmap to progressively increase the participation rates of people with disabilities until regulatory benchmarks are achieved. Additional strategies will include enhanced training for hiring managers, expansion of partnerships with disability and veterans service organizations, increased usage of Schedule A and disabled veterans hiring flexibilities, and increase dedicated funding for the Disability Employment Program.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1			Linda Wilson, Disability Employment Program Manager, Human Capital & Talent Management, liwilson@usaid.gov
Answering questions from the public about hiring authorities that take disability into account	1			Linda Wilson, Disability Employment Program Manager, Human Capital & Talent Management, liwilson@usaid.gov
Processing reasonable accommodation requests from applicants and employees	1			James Cerwinski, Reasonable Accommodation Program Manager, Office of Civil Rights and Diversity, jcerwinski@usaid.gov

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	1			William Morgan, Chief Information Security Officer and Chief Privacy Officer, Management Bureau, wmorgan@usaid.gov
Architectural Barriers Act Compliance	1			Position vacant (Director, Headquarters Management Division, Management Services, Management Bureau)
Special Emphasis Program for PWD and PWTD	1			Taylor, Njagu, Diversity and Inclusion Division Manager, Office of Civil Rights and Diversity, tnjagu@usaid.gov

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training(s) that disability program staff have received. If “no”, describe the training(s) planned for the upcoming year.

Answer: Yes

Disability Employment Program Manager (DEPM) has participated in various OPM webinars, summits, forums and other OPM hosted Disability Employment training. In addition, DEPM has collaborated on interagency work groups designed to enhance knowledge of disability hiring programs and create effective strategies to increase participation rates of individuals with disabilities in the federal government.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer: Yes

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. § 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD.

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

Partner with disability advocates and schools, including Gallaudet University and the American Association of People with Disabilities, to promote USAID as an employer of choice. U.S. Department of Veterans Affairs, Veterans Benefits Administration, National Capital Region Benefit Office, Vocational Rehabilitation and Employment (VR&E), which provides USAID with a list of disabled veteran candidates for referral to eligible permanent positions. Utilized formal Veterans Referral System that contained a repository of veteran candidates and allowed disabled veterans to be referred and considered for vacancies before official job announcement is posted. The Agency also utilizes the OPM Shared List of People With Disabilities database of candidates with disabilities who are Schedule A eligible.

2. Pursuant to 29 C.F.R. § 1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.

DEPM works directly with hiring managers to source highly qualified Schedule A candidates for job openings prior to posting any vacancy announcement. This is marketed as an expedited method to fill vacancies and significantly reduces time to hire. The Agency also incorporates language in all job announcements encouraging Schedule A eligible candidates to apply. The text states " If seeking eligibility based on any other special hiring authority (e.g. disabled veteran, Schedule A, special hiring programs)."

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

When individuals apply under Schedule A or Disabled Veteran hiring authorities, the candidates resume and supporting documents are reviewed and validated by the DEPM or Veterans Employment Program Manager (VEPM). Once this is accomplished, the resume and documents are provided to the Staffing and Placements Division for an official qualification analysis. Once candidate is certified as qualified, the DEPM or VEPM forwards the candidate to the hiring manager with detailed instructions on vetting the candidate from interview, selection, appointment parameters, entry on duty, training and conversion upon completion of satisfactory service.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer: Yes

While the Agency has not yet trained all hiring managers on the use of hiring

authorities, the Agency has incorporated into its Learning Management System (LMS) “A Roadmap to Success: Hiring, Retention, and Including People With Disabilities,” which is mandatory training required on an annual basis for all hiring managers and HR practitioners. Also available on the LMS are “Workplace Management: Global HR, Diversity, and Inclusion and “A Manager’s Guide to Diversity, Inclusion, and Accommodation.” Training is also conducted quarterly for Administrative Managements Services personnel, and at each New Employee Orientation (NEO). In addition, the Office of Human Capital and Talent Management created a Schedule A Hiring Fact sheet for distribution to all hiring managers. This document explains regulatory flexibilities of Schedule A and “Easy How To Steps” on implementing Schedule A.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

USAID engages with the Employees with Disabilities (EWD) Employee Resource Group as a conduit to external organizations, and partners with disability advocates and schools, including Gallaudet University and the American Association of People with Disabilities and Workforce recruitment Program, to promote USAID as an employer of choice. USAID is also listed in OPM’s Selective Placement Program Coordinator (SPPC) Directory.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.
 - a. New Hires for Permanent Workforce (PWD) Answer: Yes
 - b. New Hires for Permanent Workforce (PWTD) Answer: No

PWD represented 9.21 percent of permanent new hires in USAID’s workforce in FY 2017.

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.
 - a. New Hires for MCO (PWD) Answer: Yes
 - b. New Hires for MCO (PWTD) Answer: No

In FY 2017, 7.41 percent of qualified applicants for the 0341 occupation were PWD and no PWD were selected.
 In FY 2017, 2.99 percent of qualified applicants for the 0343 occupation were PWD and no PWD were selected.

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.
 - a. Qualified Applicants for MCO (PWD) Answer: No
 - b. Qualified Applicants for MCO (PWTD) Answer: No

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4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.
 - a. Promotions for MCO (PWD) Answer: No
 - b. Promotions for MCO (PWTD) Answer: No

In FY 2017, 7.41 percent of qualified internal competitive promotions for the 0341 occupation were PWD and no PWD were selected.
 In FY 2017, 2.99 percent of qualified internal competitive promotions for the 0343 occupation were PWD and no PWD were selected.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards

programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

In FY 2017, USAID implemented a variety of strategies to support the advancement of disabled veterans within the Agency:

USAID sponsors an Employees With Disabilities (EWD) Employee Resource Group (ERG) and partners with their leadership to exchange information on best practices for people with disabilities (PWD), advancement, retention, and resolution of employment challenges through brown bag sessions, panel sessions, and other events. The sessions focused on what managers can do to support PWD staff and disabled veteran staff, and provided information on resources available to support individual development and progression towards career goals.

Provided the Employees With Disabilities ERG leadership information to share with Agency personnel on how to use the Special Appointment Authorities afforded to eligible employees with disabilities, such as, Schedule A and Veterans Recruitment Appointment, 30% or More Disabled Veterans Appointment Authorities.

Disability Employment Program Manager met with Agency human resources, recruitment & staffing specialists to ensure timely conversion and promotion of employees appointed using Schedule A and veterans special hiring authorities.

In an effort to remove any barriers for advancement of people with disabilities, the Agency continued to improve and enhance its Reasonable Accommodation (RA) Program in a number of ways. First, the Agency issued a new Automated Directive Systems (ADS) Chapter 111 - Reasonable Accommodations that centralizes reasonable accommodation processing and decision-making within OCRD and identifies an Agency-wide central fund for accommodations to provide greater programmatic efficiency. Second, the Agency developed a customized reasonable accommodation management system (RAMS), which will improve the RA program's effectiveness, oversight, and transparency. Third, the Agency executed a new contract for interpreter and communication access and real-time translation (CART) services, which will ensure timely and effective interpreting and translation services to our deaf and hard of hearing stakeholders. Finally, the Agency continued to improve physical accessibility throughout its facilities in the Washington, DC metropolitan area through office renovations.

B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the agency provides to its employees.

USAID does not have any formal career development programs that qualify participants for promotion to senior grade levels.

2. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

- a. Applicants (PWD) Answer: No
- b. Selections (PWD) Answer: No

N/A

3. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

- a. Applicants (PWTD) Answer: No
- b. Selections (PWTD) Answer: No

N/A

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

- a. Awards, Bonuses, & Incentives (PWD) Answer: No
- b. Awards, Bonuses, & Incentives (PWTD) Answer: No

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If "yes", please describe the trigger(s) in the text box.

- a. Pay Increases (PWD) Answer: No
- b. Pay Increases (PWTD) Answer: No

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD) Answer: No

b. Other Types of Recognition (PWTD) Answer: No

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. SES

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

2. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. SES

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

b. Grade GS-15

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

c. Grade GS-14

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

d. Grade GS-13

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. New Hires to SES (PWD) Answer: No

b. New Hires to GS-15 (PWD) Answer: No

c. New Hires to GS-14 (PWD) Answer: No

d. New Hires to GS-13 (PWD) Answer: No

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

- a. New Hires to SES (PWTD) Answer: No
- b. New Hires to GS-15 (PWTD) Answer: No
- c. New Hires to GS-14 (PWTD) Answer: No
- d. New Hires to GS-13 (PWTD) Answer: No

5. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives

- i. Qualified Internal Applicants (PWD) Answer: No
- ii. Internal Selections (PWD) Answer: No

b. Managers

- i. Qualified Internal Applicants (PWD) Answer: No
- ii. Internal Selections (PWD) Answer: No

c. Supervisors

- i. Qualified Internal Applicants (PWD) Answer: No
- ii. Internal Selections (PWD) Answer: No

6. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

b. Managers

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWD) Answer: No

b. New Hires for Managers (PWD) Answer: No

c. New Hires for Supervisors (PWD) Answer: No

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWTD) Answer: No

b. New Hires for Managers (PWTD) Answer: No

c. New Hires for Supervisors (PWTD) Answer: No

Section V: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer: Yes

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWD) Answer: Yes

b. Involuntary Separations (PWD) Answer: No

In FY 2017, PWD represented 6.18 percent of voluntary separations, which is above the percentage of PWD represented in the workforce (4.81).

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWTD) Answer: No

b. Involuntary Separations (PWTD) Answer: No

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

USAID does not have information to explain why each PWD left the Agency because the Agency's exit surveys are voluntary (and not all individuals complete them) and the data is aggregated for analyses. Employees are identified only by employment category and are not asked about race, ethnicity, sex or disability status.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform job applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b)), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151 – 4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.usaid.gov/accessibility>

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

USAID does not currently post a notice explaining employees' and applicants' rights under the Architectural Barriers Act on the Agency's public website.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

The Reasonable Accommodations Program Manager regularly engages with relevant Offices in USAID (Headquarters Management Division, Management Services, Chief Information Officer, etc.) to inform those offices of accessibility issues as he becomes aware of them and work to identify solutions. Additionally, the RA Program Manager regularly briefs supervisors and staff on reasonable accommodation procedures.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

For FY2017, the average time frame for processing initial requests for reasonable accommodations was 49.5 calendar days. This average time frame does not take into account time spent waiting for necessary documentation from requester or his/her health care professional.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

The Agency released its revised reasonable accommodations policies and procedures (ADS 111) in September 2017 (the end of FY 2017). Through regular and coordinated trainings and briefings (e.g., new employee orientations, bureau/independent office/mission briefings, workshops and open houses), the Agency has increased awareness and participation in the reasonable accommodation program. Moreover, through the centralization of reasonable accommodation processing, decision-making and funding, the Agency has achieved more robust compliance with its obligations under the Rehabilitation Act.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 C.F.R. § 1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

As the mandate for agencies to provide personal assistance services (PAS) did not commence until January, 2018 (FY2018), there is no information to report for FY 2017. Notwithstanding, the Agency's PAS program was initiated and communicated to stakeholders on December 19, 2017.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

Answer: No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer: No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer: No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer: No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer: No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer: N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.

Trigger				
Barrier(s)				
Objective(s)				
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)		
Barrier Analysis Process Completed? (Yes or No)		Barrier(s) Identified? (Yes or No)		
Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected		
Workforce Data Tables				
Complaint Data (Trends)				
Grievance Data (Trends)				
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)				
Climate Assessment Survey (e.g., FEVS)				
Exit Interview Data				
Focus Groups				
Interviews				
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)				
Other (Please Describe)				
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Fiscal Year	Accomplishments			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

N/A

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A